

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## Management Analyst Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00733	Management Analyst 1
00734	Management Analyst 2
00736	Management Analyst 3
00737	Management Analyst 4 – <i>Class is suspended from use</i>

### Series Concept

This series includes those positions that function as a business system analyst or a records manager, or positions that conduct studies (i.e., work measurement projects, progress reporting systems, work simplification, organizational analysis, methods and procedures analysis, documentation procedures and control, files analysis and design, records scheduling and resource utilization and control) of an organization's work processes/practices and recommend changes in work flow, organizational structure, information technology application, procedure manuals, forms, etc. to promote increased organizational efficiency effectiveness.

### Exclusions

Position incumbents that perform general program management duties that do not require an in depth knowledge of management analysis should be classified in the Executive Officer series.

### Class Distinctions

#### Management Analyst 1

Employees in this class function in a trainee capacity as part of an established "trainee/journey" concept. Work is performed under close supervision and is typically characterized by learning assignments (e.g., conduct an organization review, performing limited management analysis of an organizational segment under close supervision, assisting in the preparation of reports/ graphs, attending meetings and classroom instruction to upgrade knowledge, ability, and skill). Employees spend a minimum of 12 months at this level preparing to be eligible for advancement to the journey level of the series.

#### Management Analyst 2

This is the experienced/full performance "journey" level class in the series and differs from the first level in that work is performed under general supervision and no longer in training or learning capacity. It involves the application of a broad knowledge of management theories, principles and techniques to assist in gathering, analyzing and evaluating information concerning management processes after being given the specific assignment by management. Incumbents have the capability to deal with different kinds of management problems in work measurement projects, progress reporting systems, work simplification, organizational analysis, methods and procedures analysis, documentation procedures and control, files analysis and design, records scheduling/disposition and workforce utilization/control.

## Management Analyst Series

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### **Management Analyst 3**

Employees in this class work under limited supervision and perform one of the following functions. They are differentiated from the second level of the series on this basis:

- Performs “lead-worker” duties (i.e., instructing employees, answering questions, distributing and balancing workload, and checking work; may make suggestions on selection, promotions, and reassignments) over two or more employees involved in a department’s management review program; or
- Oversee, plan, organize and are responsible for an entire department’s management review program as well as the initiation and prioritization of the analysis. Position incumbents identify and evaluate management problems, determine study needs, assign project review priorities, analyze management problems and make change recommendations to high level department executives;
- Function as a “business systems analyst” with both a business analysis and information technology background. They plan, analyze, document, and design prototypes; test, train, and launch business/financial operations in support of core organizational functions/processes; and facilitate communications between business analysis and information technology.
- Function as the primary “records manager” for a large state agency (in an excess of nine hundred employees). Position incumbents are responsible for the effective and appropriate management of an agency’ electronic and paper records.

### **Management Analyst 4 (suspended from use)**

This job class is suspended from further use pending the outcome of the review of the series, pursuant to the Department of Administrative Services administrative rule 52.1(2). This job class is not available for use. As current positions become vacant, vacant positions will need to be reclassified appropriately.

*Effective date: 01/12 BR*